

CHAPTER VI (CHANGES IN ASSIGNMENT)

PR-601 Promotion

- A.** General. All promotions shall be competitive unless the Human Resources Department approves a non-competitive promotion as being in the best interests of the County. All promotions shall be consistent with PR-202.
- B.** Qualifications. An employee shall not be promoted unless:
 - 1. The employee has attained regular status in the County or will attain it by the closing date of the competitive announcement. For open continuous announcements, the employee must attain regular status on or before submitting an application; and,
 - 2. The employee meets the minimum qualifications for the class.

Historical Note: Adopted, Eff. 11/25/1994

PR-602 Transfer

- A.** Intra-agency transfer. An agency head may transfer an employee to a position in the same pay grade.
- B.** Inter-agency transfer. Upon the request of an employee, the employee may transfer to a position in the same pay grade in another county government agency, with the approval of the head of the gaining agency.
- C.** Qualifications. A transferred employee must meet the minimum qualifications for the class to which transferred.
- D.** Limitation. An employee appointed to a position through selective certification shall not be transferred from that position during the probationary period without the prior approval of the Human Resources Department.
- E.** Transfer of function.
 - 1. Between county government agencies. If part or all of the functions of an agency are transferred to another agency, all employees in the positions affected shall be transferred to the gaining agency.
 - 2. From non-county government agencies. If part or all of the functions of a non-county government agency are transferred to the County Government, all of the affected employees of the agency shall be offered

CHAPTER VI (CHANGES IN ASSIGNMENT)

County Government employment on a non-competitive basis in the functional area transferred. Any of these employees who have not completed six months of related experience shall serve a 90-day original probationary period.

Historical Note: Adopted, Eff. 11/25/1994

PR-603 Detail to Special Duty

- A.** General. An agency head may detail a regular status employee to special duty to a covered position in the same or another class within the agency as provided below:
 - 1. If the detail is for four months or less, the detail may be made non-competitively.
 - 2. If the detail is for more than four months, the detail shall be made competitively in accordance with these rules, unless the Human Resources Department approves a non-competitive detail.
- B.** Duration. The length of the detail shall not exceed one year, unless extended by the Human Resources Department.
- C.** Return from detail. An employee shall have the right to return to the position from which detailed at the conclusion of the detail.

Historical Note: Adopted, Eff. 11/25/1994

PR-604 Mobility Assignments

- A.** County Government employees. An employee with regular status in the County Government may accept a mobility assignment to an uncovered position, to another county agency, or to another government jurisdiction for not more than thirty-six months with the concurrence of the Human Resources Department, the employee, the agency in which employed, and the agency or jurisdiction in which the employee would be assigned. The employee shall have the right to return to a position in the agency in the employee's former class, with the same status held prior to the mobility assignment.

CHAPTER VI (CHANGES IN ASSIGNMENT)

- B.** Non-county government employees. An employee from another government jurisdiction may serve a mobility assignment in the County Government for not more than thirty-six months, with the concurrence of the Human Resources Department, the employee, the employee's present employer, and the County agency to which the employee would be assigned.
- C.** Extension. An employee serving in a mobility assignment may be extended beyond thirty-six months with the approval of the Human Resources Department, the employee, the employing agency or jurisdiction, and the agency or jurisdiction from which the employee came.

Historical Note: Adopted, Eff. 11/25/1994

PR-605 RESERVED

Historical Note: Adopted, Eff. 01/07/2019; Revised: 02/07/2019